2009 Carnegie Mellon University
Master of Science in Information Technology
Software Engineering Management
Program Announcement

Opening Date: December 11, 2008
Carnegie Mellon University Admission Deadline: The deadline has changed from January 15 to February 27, 2009
Closing Date: March 23, 2009
Board Review Process: April 2, 2009
Course Start Date: August 2009

The U.S. Army Acquisition Support Center (USAASC) and Carnegie Mellon University (CMU) are pleased to announce the piloting of CMU's Master of Science in Information Technology (MSIT), Software Engineering Management (SEM) Degree Program. If you are eligible for the program, you are encouraged to apply.

Who May Apply: Open to civilian Army Acquisition Corps (AAC) workforce members who are certified in their current acquisition position.

NOTE: This program <u>cannot</u> be used to fund a second Masters degree, regardless of the funding source for the previous Master's degree.

General Program Information: The CMU MSIT, SEM degree program provides civilian AAC members an opportunity to complete a graduate degree within three years on a part-time basis. The MSIT-SEM degree program is a collaborative effort among Carnegie Mellon University's Heinz School of Public Policy and Management, School of Computer Science, and the Software Engineering Institute. CMU offers state-of-the-art training in business, computer science, and software engineering and is ranked as one of the top 25 universities in the United States.

MSIT-SEM prepares professionals to manage within today's world, where technology is vital and businesses depend on one another. Managers must be prepared to work in organizations that take on new technologies as they become available—where software and systems are fully integrated, and projects are complex and have aggressive cost and schedule constraints. They must make decisions about outsourcing, taking care to base their decisions on empirical data. They are responsible for contract oversight, project management, and risk management, compliance with governmental regulations, privacy, and security. The MSIT-SEM program provides a toolkit for meeting today's challenges and preparing those of tomorrow while offering flexible training options that make it easy for students to work while earning their degrees.

The MSIT-SEM is a part-time program and takes three years to complete. The workload is estimated at 18 hours per week. Students will be required to visit CMU in Pittsburgh, PA, each year and at the conclusion of the program.   A minimum of four weeks at Carnegie Mellon University is required. TDY funds will be provided. Depending on students' progress in the SEI professional courses, more could be

required. To learn more about the CMU, MSIT-SEM, curriculum, and other course information, please visit the following Web site:

http://www.mse.cs.cmu.edu/sem

Tuition, travel, textbooks, lab fees, and per diem will be funded by USAASC. Maximum funding cap per student for the three-year period is $75,000.

The CMU admission process for the MSIT-SEM closes on February 27, 2009. Interested individuals must first apply to CMU and receive an acceptance letter. Please visit the CMU Web site, http://www.mse.cs.cmu.edu/sem/.

Additional CMU and USAASC requirements are listed below:

CMU Eligibility Requirements:

- Baccalaureate degree from an accredited college or university
- 5 years of work experience in information technology/software development and/or information technology/software development management. The courses from CMU are technical and rigorous. This program is not for non-programmers. Programmers who develop software but lack formal management education are excellent candidates for this program
- Completed Graduate Record Examination (GRE). The GRE general test scores can be sent directly to Carnegie Mellon University using the 78 code. No other test scores [e.g., Graduate Management Admission Test (GMAT) scores] may be substituted. Test of English as a Foreign Language (TOEFL) scores are required for international students.

USAASC Eligibility Requirements:

- Be a Department of the Army Civilian AAC workforce member and certified in current acquisition position.

- Meet all requirements as outlined in this announcement.

How to Apply:

You must apply to CMU and be accepted in the program before you can be selected and funded by USAASC. Individuals must meet the CMU admission requirements and have a letter of acceptance from CMU.

1. Apply to CMU for admission.

To learn more about the CMU, MSIT-SEM admission, curriculum, and other information, please visit the CMU Web site at http://www.mse.cs.cmu.edu/sem/. If additional information is needed on the CMU program and admission process, please contact Dr. Philip L. Miller, Sr., Member of Operational Staff Software Engineering Institute, Pittsburgh, PA 15213-3890, at (412) 268-3560 or pmiller@sei.cmu.edu.

2. Update Individual Development Plan

You must include the entire CMU, MSIT-SEM course of study in the Individual Development Plan (IDP) and obtain supervisor approval. The CMU, MSIT-SEM course of study can be found on their Web site at http://www.mse.cs.cmu.edu/sem/ or you can contact Dr. Philip L. Miller at (412) 268-3560.

3. Apply to CMU AET&E program through AAPDS:

You must complete the USAASC automated CMU, MSIT-SEM application located in the Army Acquisition Professional Development System (AAPDS). To access AAPDS, please login at https://rda.altess.army.mil/camp/. Once you login, click Career Acquisition Personnel and Position Management Information System (CAPPMIS), select AAPDS, then select application module. Finally, select Civilian 2009 CMU, MSIT-SEM. AAPDS will retrieve all supervisor-approved courses in the education plan section of the IDP and load them into your CMU, MSIT-SEM application package. You must also list AET&E as the funding source in order for courses to be loaded into AAPDS.

4. AAPDS Application Requirements:

- CMU Acceptance Letter: Individuals must upload acceptance letter received by CMU.
- Current Acquisition Civilian Record Brief (ACRB). For assistance in updating the ACRB, please contact your Regional Acquisition Career Manager (ACM). ACRBs will be reviewed for accuracy, currency, and completeness.
- Current Resume. Please prepare the resume in accordance with the Office of Personnel Management's guidelines. Limit the resume to 10,000 characters.
- Individual Development Plan (IDP) Academic Plan: The IDP must include the courses required for completion of the MSIT-SEM degree. These courses are listed at the Web site listed above. The CMU, MSIT-SEM program and courses must be planned and approved by the supervisor. Applicants must choose AET&E as the planned funding source for each course listed on the IDP.
  REMINDER: IDP courses will only upload into the AAPDS application if:
    - Listed in Education Plan section
    - Status listed as Planned
    - AET&E listed as Planned Funding Source
- IDP: IDP must be approved by the supervisor
- Post Utilization Plan: The post utilization plan must be prepared by the supervisor.
- Agreement to Continue Service (civilian): The agreement must be signed and uploaded in AAPDS.

5. Additional Information:

- Applicants should contact their ACM (http://asc.army.mil/organization/regional/default.cfm) for any necessary application support. ACMs will only be able to view the sections of your application that you have saved.

- Applicants will be notified if their application packet is incomplete and will have the opportunity to fix any problems as long as the changes are submitted before the closing date of the announcement. Requested changes to the application after the closing date of this announcement will not be honored.
- Applicant's supervisors must approve the complete application package and provide any comments before the applicant submits the CMU, MSIT-SEM package. Supervisor approval must be completed by COB on or before March 23, 2009, or the application will not be considered.
- Students will be required to reimburse the government for classes with incomplete grade, withdrawal, or grade below "B". All reimbursements for the CMU will be made payable to U.S. Treasury and mailed to: Acquisition Support Center, ATTN: CMU, 9900 Belvoir Road, Suite 101, Bldg 201, Fort Belvoir, VA 22060-5567.
- Applicants may also contact the USAASC CMU, MSIT-SEM Coordinators: Gloria King at (703) 805-1251 or DSN 655, Gloria.King@us.army.mil, or Veronica Gonzalez at (703) 805-1238 or DSN 655, Veronica.Gonzalez1@us.army.mil for additional information.